

## **COURT PARALEGAL**

### **DEFINITION**

Under direction, assists attorneys in the preparation of legal documents, research, analysis and hearing/trial preparation; and performs related duties as required.

### **DISTINGUISHING CHARACTERISTICS**

Positions in this class provide a range of paraprofessional legal assistance to one or more attorneys and Judges engaged in administrative, criminal, civil, probate, guardianship, delinquency, dependency and family law matters. Work performed is under the direction and technical review of an attorney.

### **ESSENTIAL FUNCTIONS**

1. Reviews law and motion matters; prepares draft orders; conducts research; prepares draft research opinions; reviews guardianship petitions; perform cite checking in appeals/appellate matters; reviews simple and discovery matters and demurrers.
2. Contacts counsel regarding opposition/response papers and tracking papers.
3. Assists with preparation of probate calendar and appellate division calendar; prepares and posts probate notes.
4. Reviews ex-parte family law motions; family law OSC and domestic violence OSC.
5. Interviews petitioners/plaintiffs and respondents/defendants to clarify facts.
6. Grants cases that meet established criteria, are legally and procedurally sufficient, and have no outstanding issue; reviews cases for final discharge.
7. Under direction of the Family Law Facilitator interviews family law clients, informs concerned parties of laws, regulations, and procedures of the Court; explains scope of services and legal rights to clients; assists in the completion and submission of legal forms.

8. Performs related duties as assigned.

### ***MINIMUM QUALIFICATIONS***

Completion of an American Bar Association accredited and certified paralegal program and two years of increasingly responsible legal, court and/or judicial support experience that included researching legal issues and drafting legal documents or any combination of training and/or experience that could likely provide the desired knowledge and abilities. Special Requirement: Certificate of completion from an American Bar Association accredited and certified paralegal program.

#### ***Knowledge of***

Legal research methods and techniques; legal processes, practices, and procedures applicable to area of assignment; State and Federal codes applicable to area of assignment; legal terminology; trial, State and Federal court system responsibilities and structure; English grammar, spelling and technical, legal writing practices; modern office methods, procedures, and equipment; official document (e.g., research memoranda, rulings) formats.

#### ***Ability to***

Research legal issues; synthesize technical or factual information; apply legal principles; present statements of fact on law and argument clearly and logically in written and oral form; maintain confidentiality; prepare rulings and other legal documents; operate personal computer and utilize office automation software; prioritize work; establish and maintain effective working relationships with Judges, Court staff, members of the Bar and the general public.

#### ***Special Requirements***

A California driver's license requirement will be reviewed on a position basis in accordance with ADA regulations.

### ***PHYSICAL CHARACTERISTICS***

Strength, dexterity, coordination and vision to use a keyboard and video display terminal on a daily basis. Hearing to communicate with the public and court staff. Dexterity and coordination to handle files and single pieces of paper; occasional

lifting of objects weighing up to 25 lbs. such as files, stacks of papers, reference and other materials. Moving from place to place within an office; some reaching for items above and below desk level.

Date Est. 4/00